ping procurement information gateway

WebProcure™

How to Respond to a Solicitation

Document Version 2.7.09.16

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General Instructions

- Throughout the **PInG** system and related documents, the terms 'supplier', 'bidder', 'offeror', 'vendor' and 'you' mean the person or organization that responds to and submits responses to a solicitation.
- Throughout the **PInG** system and related documents, the term 'contractor' means a person or organization who is a successful awardee as a result of a solicitation and who enters into a contract or is issued a purchase order.
- When navigating the **PInG** system, users should use the navigation buttons in the **PInG** system rather than using the back button on the browser navigation toolbar.
- During phase 1, electronics submissions will ONLY be accepted for Request for Quotes (labeled as RFQ). All other solicitation types (labeled as ADMN) shall be submitted in accordance with the solicitation submission instructions within the solicitation document.

Required Vendor Registration

All vendors who currently (or in the future) sell products and/or services to the County will be *required* to register in PInG regardless of whether the vendor intends to submit their responses to solicitations issued by the County electronically or by hardcopy.

The vendor registration portal for registering your business is accessible from the **PInG** website at: ping.chesterfield.gov.

Once registered, vendors may respond to RFQ solicitations electronically. In addition, vendors are able to administer their own account including identifying their commodity categories and managing their solicitation opportunities.

Solicitation Response Instruction

PInG utilizes the Web**Procure**™ tool to allow vendors to respond to RFQ solicitations with an electronic response although hard copy responses that are mailed or delivered are allowed. Each of these response types are discussed below:

Responding with a Hard Copy Response

All solicitation types (labeled as ADMN) shall be submitted in accordance with the solicitation submission instructions within the solicitation document. Please see the mandatory documents section of the solicitation to download all required documents.

Vendors may respond to a solicitation via a hard copy response by accessing the **PInG** website at ping.chesterfield.gov and then selecting the **Bid Board – Solicitations** button located at the top of the page.

From here, you may scroll through the listing of solicitations by using the page navigation links at the bottom of the page. The listing of displayed solicitations may also be refined by using the available filters located at the top of the page. Filtering may be based on any one or a combination of the following:

- **Department** (All, Specific Agency)
- **Status** (All, Open, Closed, Under Eval., Awarded, Canceled/Retracted, Amended)
- **Type** (All, Quotes, Sealed Bids/RFPs)
- **Commodity** (Click the magnifying glass to search and select specific commodity categories)
- **Keyword**

After selections have been made, click **Find** to refresh the listing of matched solicitations. Filters may be reset by clicking **Reset** at the top of the page.

Once the desired solicitation has been located, select the **View Solicitation Summary** icon from the **Actions** column. The **Solicitation Summary** provides solicitation details including the point of contact's information, duration dates and times, solicitation items, if any, payment terms and more. Scroll to the bottom of the **Solicitation Summary** to view the **Mandatory Documents** section. This area provides access to all of the associated solicitation documents. Click on each hyper-linked document name to download and/or print. One, multiple, or all of these documents may need to be signed or completed and included with the hard copy response in order to adhere to the solicitation instructions. Please view and read each document in its entirety.

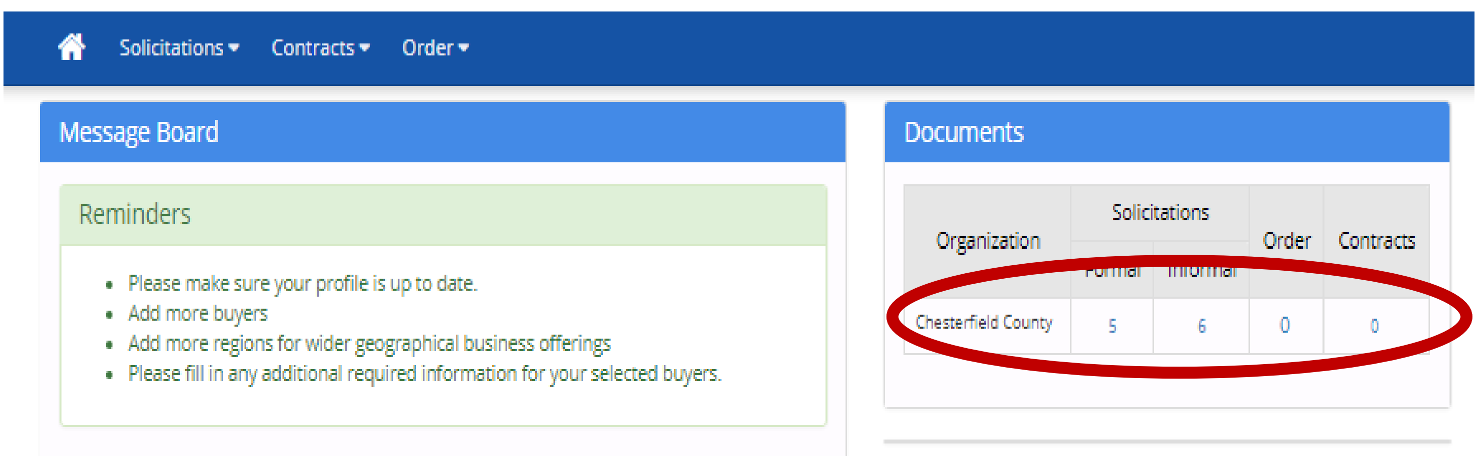
Responding Electronically (Online)

To respond electronically to a solicitation, your organization must first register with Chesterfield County by going to the **PInG** home page at ping.chesterfield.gov and selecting **Registration** at the top of the page.

Once registered, you may access your account by selecting the **Login** button at the top of the **PInG** home page or by selecting the link in your registration confirmation email. Enter your **Username** and **Password** that you selected and entered during registration, and click **Login**.

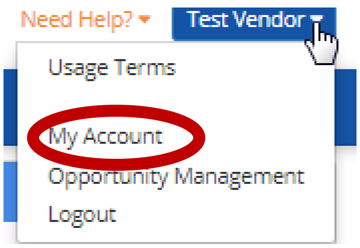
Once logged in, the **Home** page for the **Supplier Portal** will display.

Select the hyper-linked **Organization** name from the **Solicitations > Organization** section on the right hand side of the page to view a listing of current solicitations, both **Formal** (sealed) and **Informal** (quote) for that particular organization only.

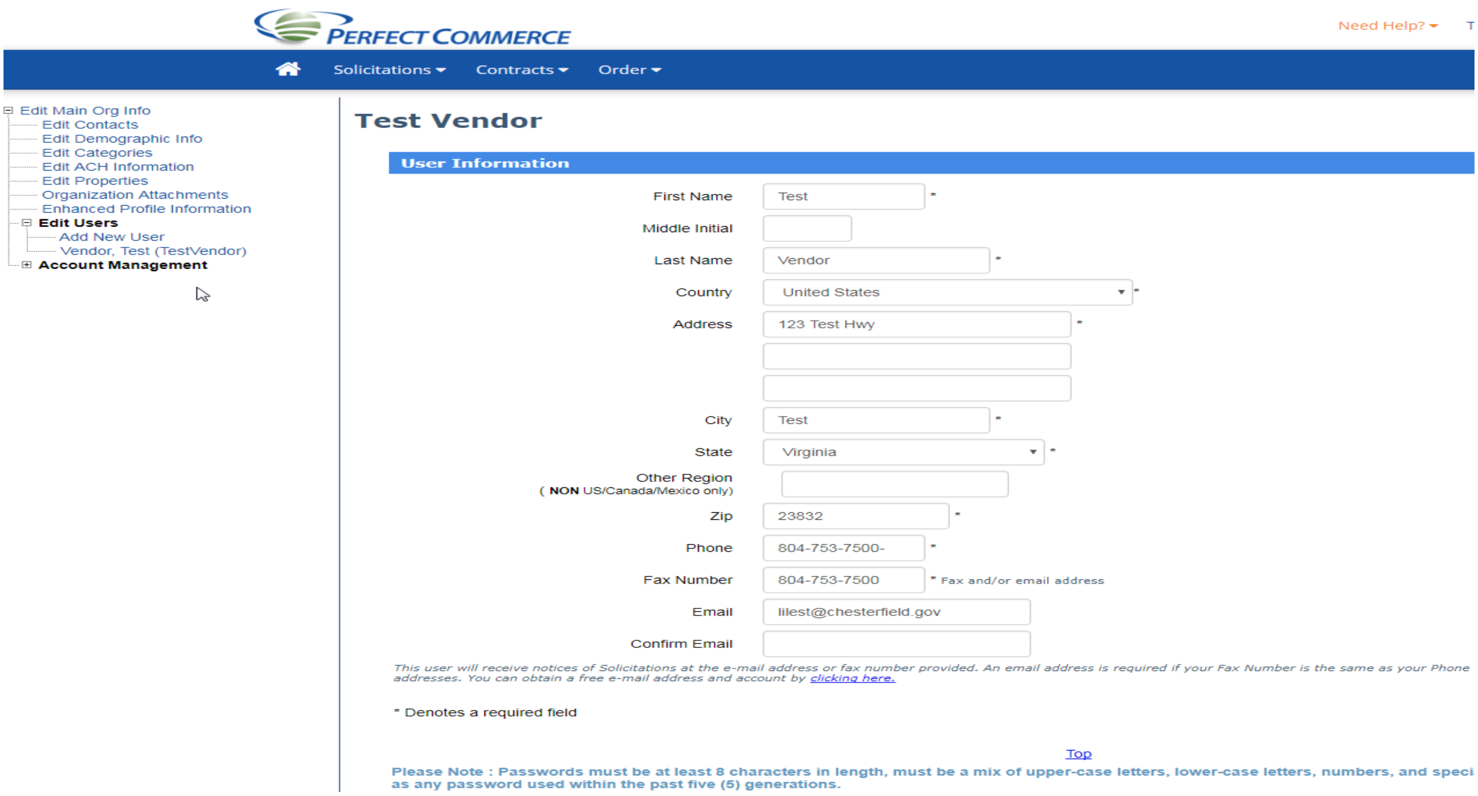


Manage Your Profile

To manage your organization's information, including what was entered during the registration steps, click on your hyper linked **Name** located in the upper right corner.



Selecting **My Account** opens the administration module.

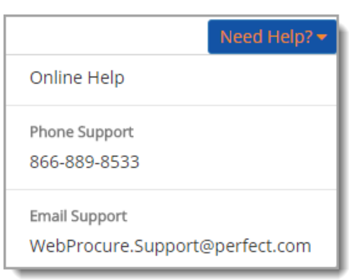


Select a link to edit or add contacts, company information, banking information, and additional profile information. In addition, this is where users are added to the system, passwords are reset, and permissions are assigned as well as identifying the commodity categories that your organization supports.

It is highly recommended that you ensure your profile information is accurate and up-to-date.

Need Help?

Click the **Need Help?** Link to access online help and view phone and email contact information for Perfect Commerce.

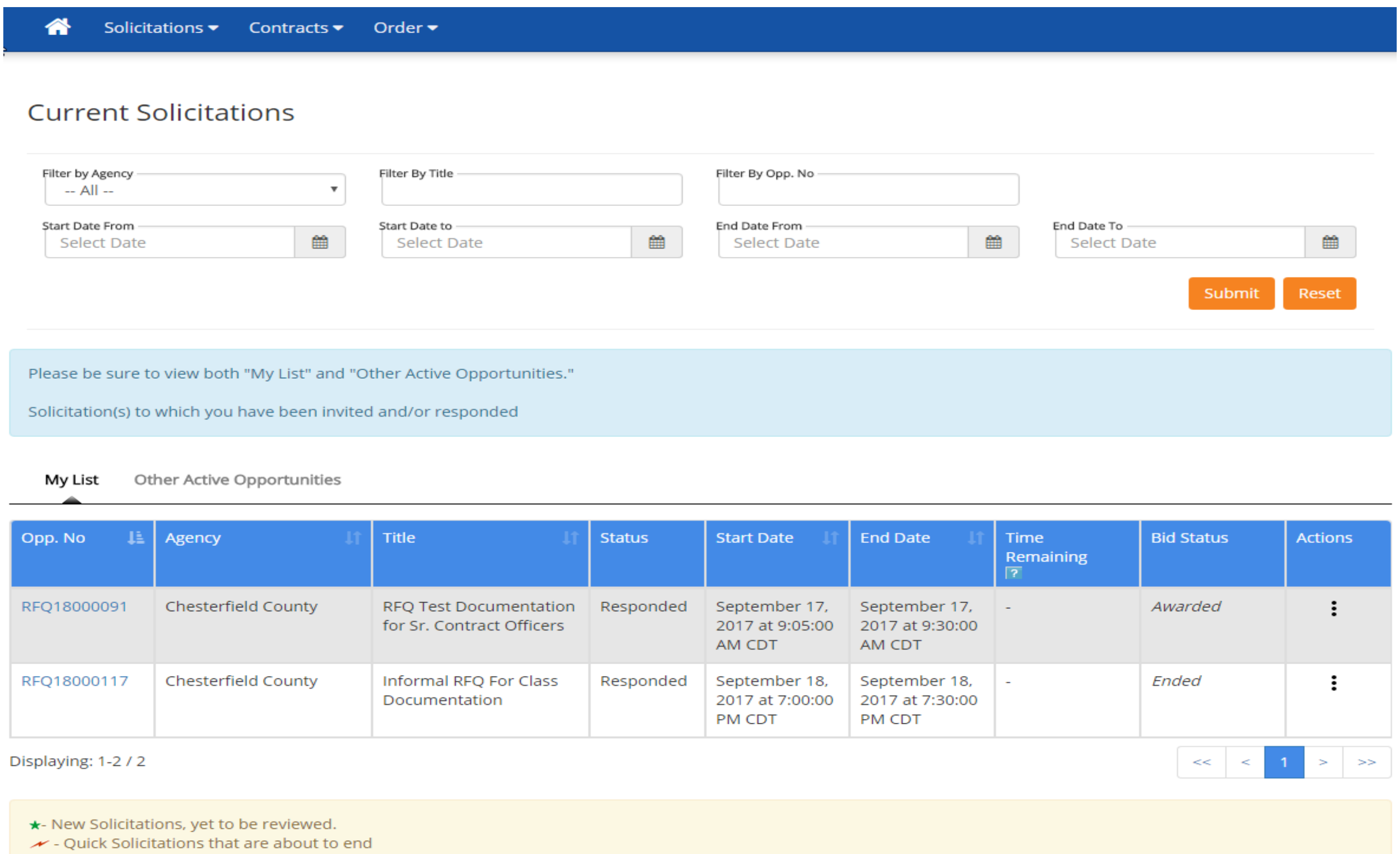


Current Solicitations

The **Current Solicitations** page opens with two available views:

- **My List** – Displays any issued solicitation(s) for which your vendor organization has been invited to participate by the specific buying organization. Also displays any solicitation(s) your vendor organization performed a 'self-invite'. A 'self-invite' may be performed by selecting a solicitation from the **Other Active Opportunities** view and submitting a response. Once your vendor organization has responded ('self-invited'), the solicitation will then display on the **My List** view.

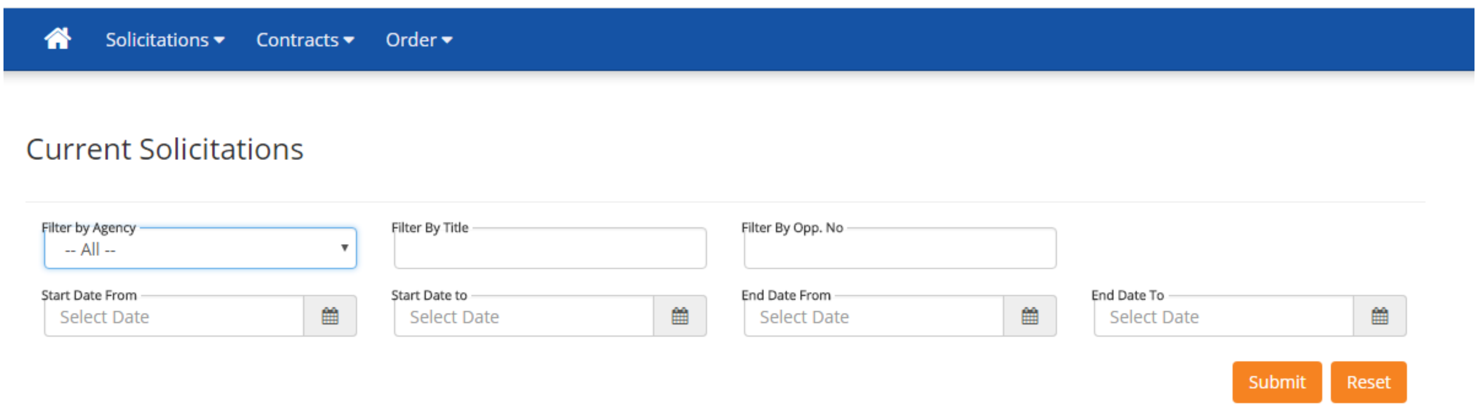
- **Other Active Opportunities** – Lists solicitations that the specific buying organization has issued that your vendor organization was <u>not</u> automatically included in the system-generated bidders list. The system-generated bidders list for a given solicitation is automatically generated based upon a match of the commodity categories the Buying Organization used in that solicitation and any of the commodity categories selected by the vendor during their vendor registration or subsequent profile updates.



NOTE: Vendors are encouraged to access and view all solicitations from both of the available views when attempting to locate a solicitation and to view all opportunities. From either tab, you may choose a solicitation to view and/or respond to.

To navigate through the **Current Solicitations** on a particular view, use the page navigation links located at the bottom of the page.

To refine the listing of displayed solicitations, there are a number of available filters located at the top of the page.



Filtering may be based on any one or a combination of the following:

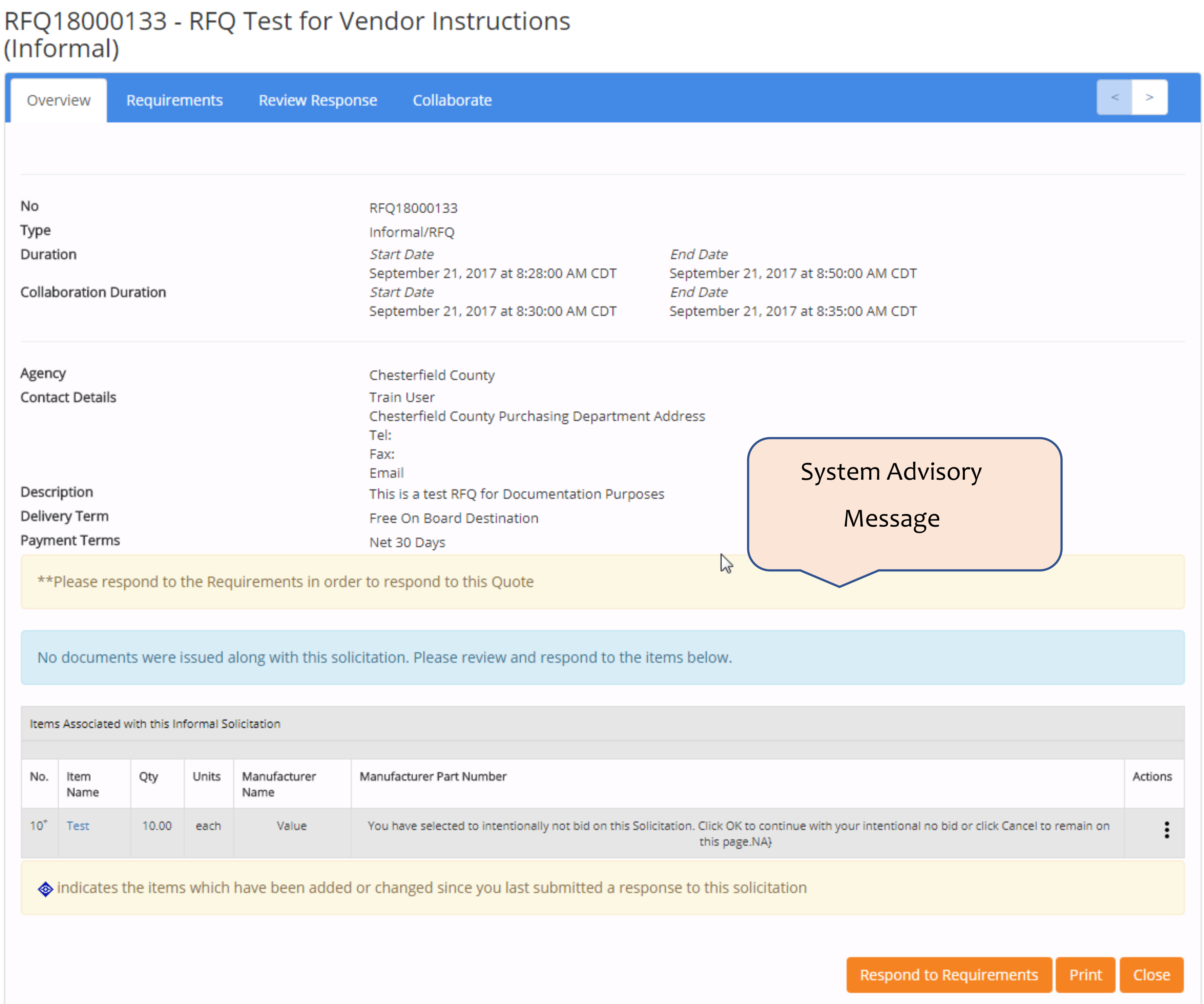
- **Filter by Agency**
- **Title** (Enter keyword if complete title is unknown)
- **Opp No.** (Enter solicitation number, partial numbers are allowed)
- **Start Date From / Start Date To** (Solicitation Issue Date)
- **End Date From / End Date To** (Solicitation End Date)

Once selections have been made, click **Submit** to apply those filters and refresh the listing of solicitations.

To open a solicitation for viewing and to prepare a response, select the hyper linked **Opp. No** or select the **Submit / Edit Your Response** icon from the **Actions** column.

Solicitation Overview

The solicitation opens to the **Overview** page:



The **Overview** page outlines the solicitation's type, duration, point of contact's details, description, delivery terms, payment terms, categories and much more. System advisory messages highlight key areas that must be completed in order for a response to be submitted or provide information that vendors should be aware of when responding to a solicitation. Please follow the instructions provided in these system advisory messages.

Until all documents are accepted, the only action buttons available on the **Overview** page will be **Print** and **Close**. Select **Print** to download a PDF version of the solicitation. Select **Close** to jump to the **Review Response** page; select **Close** again to exit the solicitation and return to the **Current Solicitations** listing.

Document Acceptance

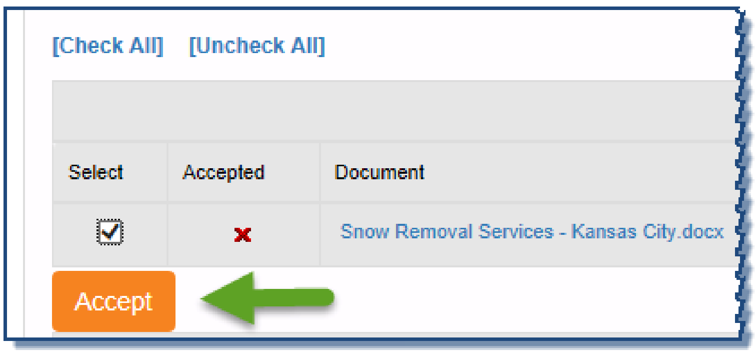
Before preparing a response, you must scroll down to the **Original Solicitation Documents** section and the **Addendum Documents** section, if applicable, to view and accept required documents relating to the solicitation. The acceptance of these documents must precede the submittal of a bid response.

Download and view documents by selecting the **Download** icon from the **Actions** column**.**

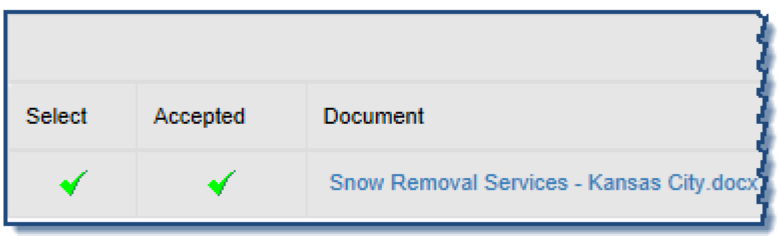
NOTE: For Chesterfield County, the **Original Solicitation Documents** will include the **Invitation for Bid (IFB)**, **Request for Proposal (RFP)**, and any attachments thereto.

All documents should be downloaded and saved to a local or network location. Further instruction regarding attaching documents to your response is provided herein.

Select the **Check All** link or click on the individual **Select** check boxes to mark the documents and click **Accept**.



Once accepted, both the **Select** and **Accepted** columns will update to reflect green check marks.



All documents must be accepted prior to submitting a response to the solicitation.

Solicitation Components

The next step in creating your response will vary depending on the design of the solicitation. The following solicitation components will impact the available action buttons at the bottom of the **Overview** page.

- If the solicitation contains line items.

- If the solicitation does not contain line items.

- If the solicitation contains mandatory Requirements.

Bid on Items	**To enter bid amounts for the line items on the solicitation.**
No Bid	To acknowledge that you reviewed a solicitation and knowingly do not wish to submit any response or bids, click this button to submit an **Intentional No Bid** for the entire solicitation.
Add Attachment	To upload documents as part of your solicitation response. Attachments are always required on solicitations without line items.
Respond to Requirements	To address the buying organization's request for supplemental information.
Print	Download a PDF version of the solicitation.
Close	Close the **Overview** page and open the **Review Response** page.

Requirements

If the solicitation contains mandatory **Requirements** you will not be able to complete your bid response unless you enter a response to said **Requirements**. The system will display system advisory messages indicating such. See sample images below:

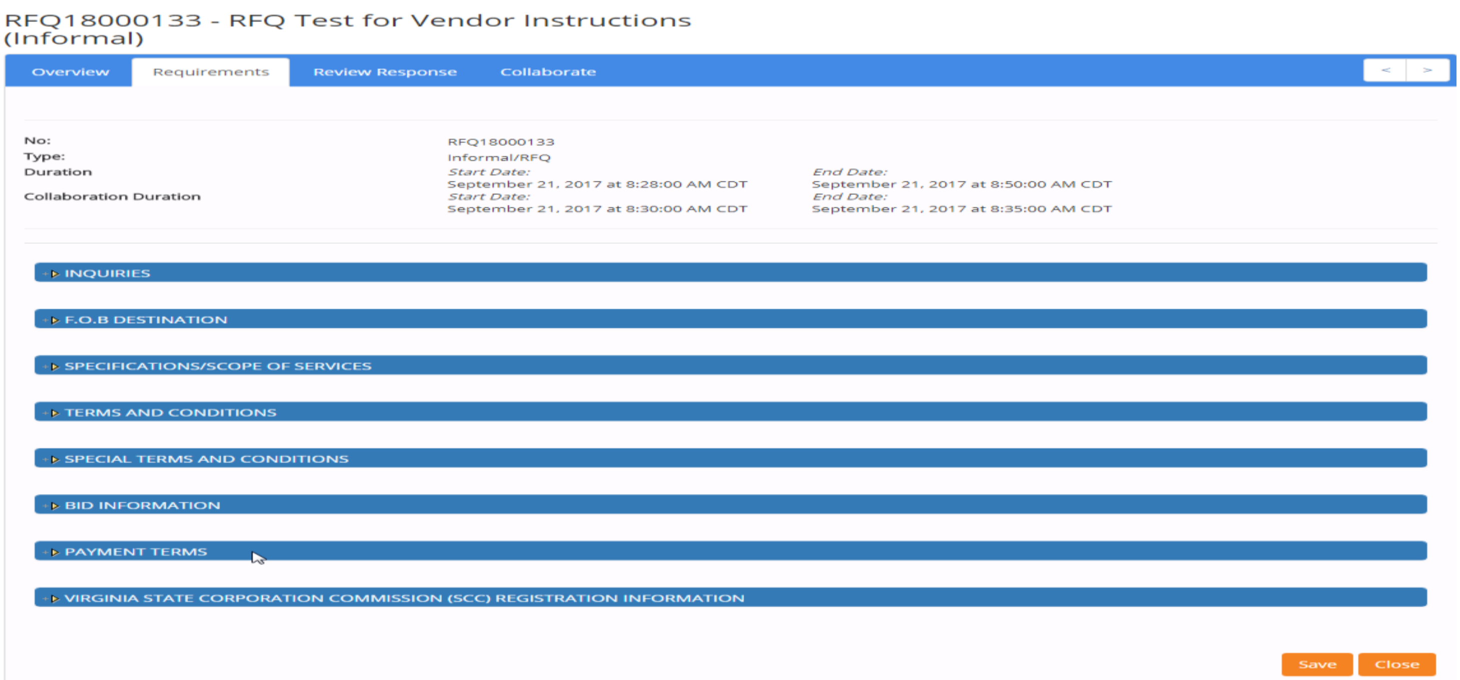
NOTE: If the solicitation is an informal solicitation, the system messages will display the word ***'Quote'*** instead of ***'Bid'***.

In addition to the system advisory messages, when the solicitation contains mandatory **Requirements**, the system will display action buttons at the bottom of the **Overview** page.

Use either the tabs along the top of the page or the active buttons on the bottom of the page to navigate to the **Requirements** steps.

Requirements

Navigate to the **Requirements** page to view and address each, if any, of the requirement components. **Requirements** are used by buying organizations to disseminate and/or capture supplemental information specific to the buying organization or specific to the solicitation.



Field types will vary, but may be instructions, text response, rich text response, attachment response, or date response. Fields may be marked as optional or required.

NOTE: If uploading an attachment as part of your solicitation response, please know that the maximum individual file size is 80MB. File size may impact the uploading and downloading speed and may lead to browser time-outs resulting in failed upload/download attempts. Please consider this dependency when attaching very large documents.

Once completed, click **Save**.

‘Sticky Notes’

Once a response has been saved, including, the acceptance of the solicitation documents and/or the handling of **Requirements**, the system will display ‘sticky notes’ on-screen that provides the current state of your response.

The first type of note, as shown in the sample image below, will display on solicitations that contain line items. The color of the note will depend on whether or not items on the solicitation were marked as requiring a vendor response.

Using the sample image above, there are three statements:

- *** Denotes required item response** – This statement serves as a reminder to you that items on the solicitation that are marked with an asterisk (*) require a response.
- **Number of items responded** – This ***x*** of ***y*** count identifies the number of items on the solicitation, if any, against the number of items for which you have created a response.
- **Attachment Status** – The final statement is an advisory statement. If you have not uploaded, (added) a document as part of your response, this statement will continue to display. Once and if you upload a document using the Attach Documents process, this Statement will be cleared from the ‘sticky note’.

The second possible ‘sticky note’, as shown in the sample image below, will display on solicitations that do not contain line items and require you to submit a document attachment as your solicitation response.

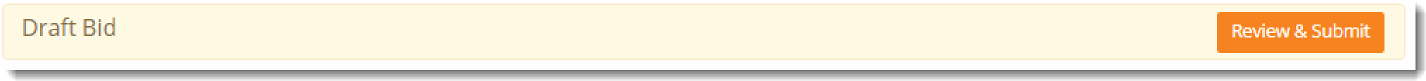
This Statement will remain on the solicitation until you upload a document using the Attach Documents process.

Save Electronic Response

NOTE: There is a clear distinction between responses that are **saved** versus responses that are **submitted.**

Draft Response to a Solicitation (Saved)

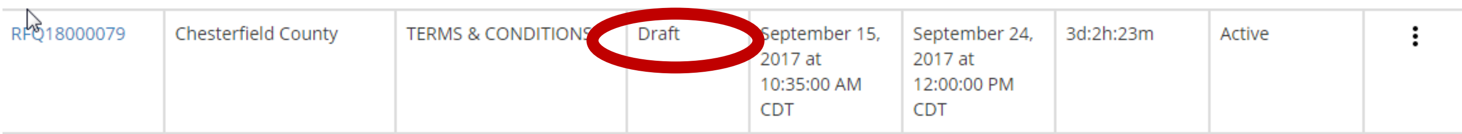
As you create your solicitation response and click **Save**, Web**Procure**™ creates a **Draft** version of your response.



The top of each page will refresh to display the status of your response as **Draft Bid**. This means that your response has been successfully saved into the system and you may modify your response until the solicitation end date and time.

Your response will remain saved and the solicitation will be assigned a new **Status** of **Draft** on your opportunity listing pages.

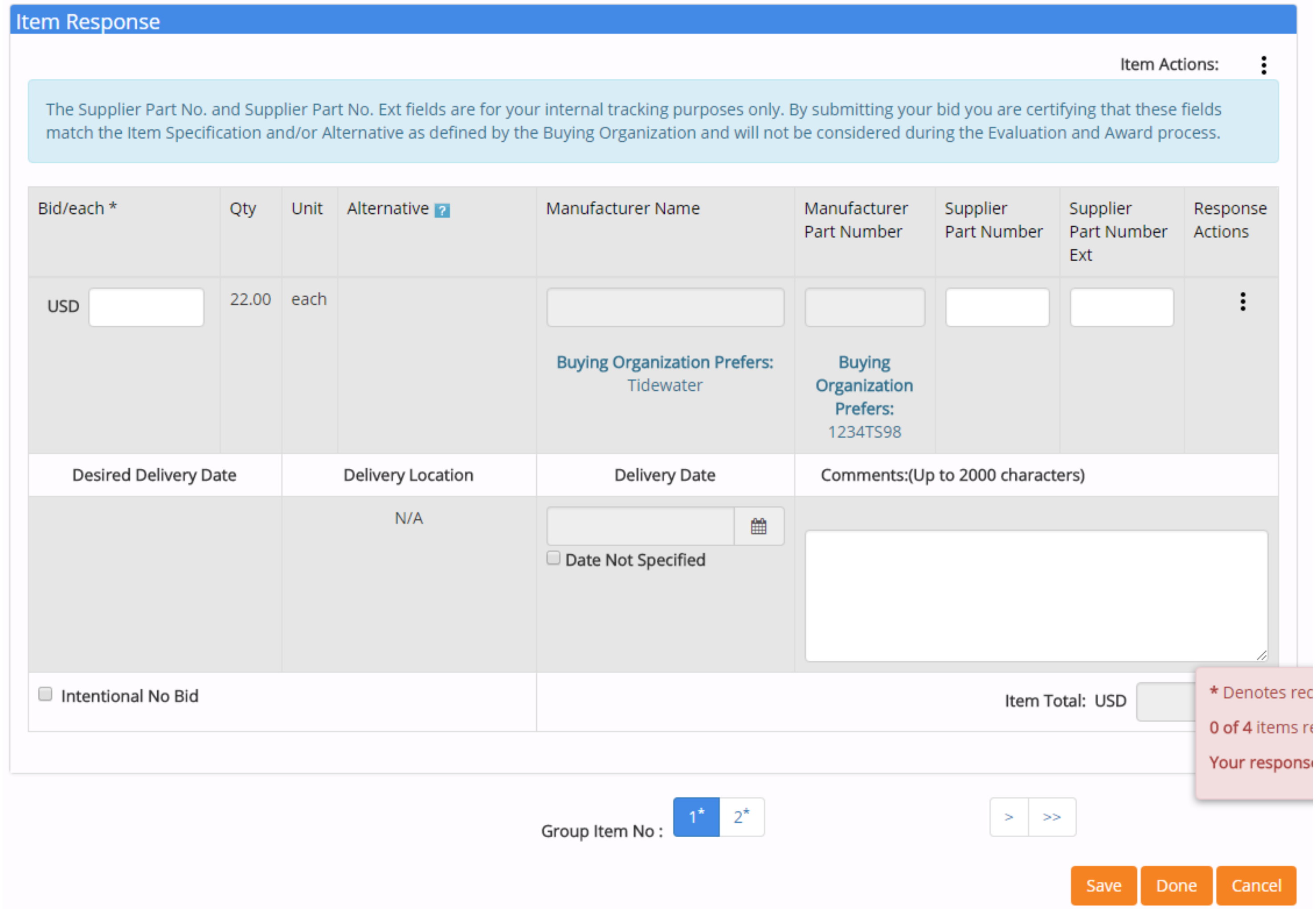
A response with a **Draft** status has **not** been submitted to the buying organization.



For solicitations in which you have an un-submitted draft bid response, you will also receive an automated email reminder to submit your bid response.

Solicitation with Items

For those solicitations which **include items** for electronic bid responses, the **Respond** tab **will be** visible once all mandatory documents on the **Overview** page have been accepted and the handling of **Requirements**, if any, have been completed. You will enter bid amounts on the **Respond** tab.



If items are grouped, the **Total No. of Groups** and grouping tabs will display. To navigate between the groups, use the hyper linked group names or hyper linked arrows.

Fields marked with an asterisk (*) are required. You must enter in a price per unit of measure or acknowledge a '**No Bid**' for each solicitation item. To designate an intentional no bid on an item, select the **Intentional No Bid**  icon located above the item under the item actions section or check the 

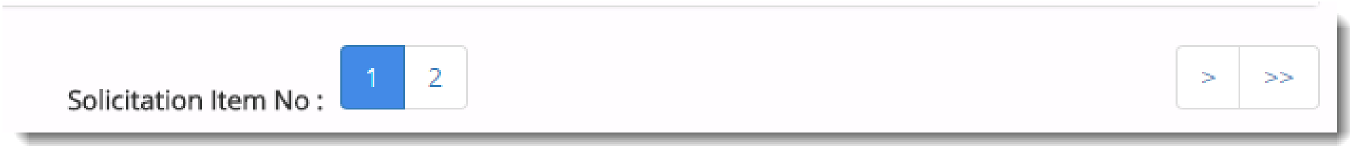
box located beneath the item. See the **No Bid** topics for more complete details:

[No Bid Entire Solicitation](#)

[No Bid on Item](#)

To enter a '***No Charge***' on an item, enter '0' in the **Price/UoM** field. You should also indicate that the item is being proposed at '***No Charge***' in the **Comments** field.

To navigate between multiple solicitation items, use the hyper linked solicitation items or the hyper linked arrows.



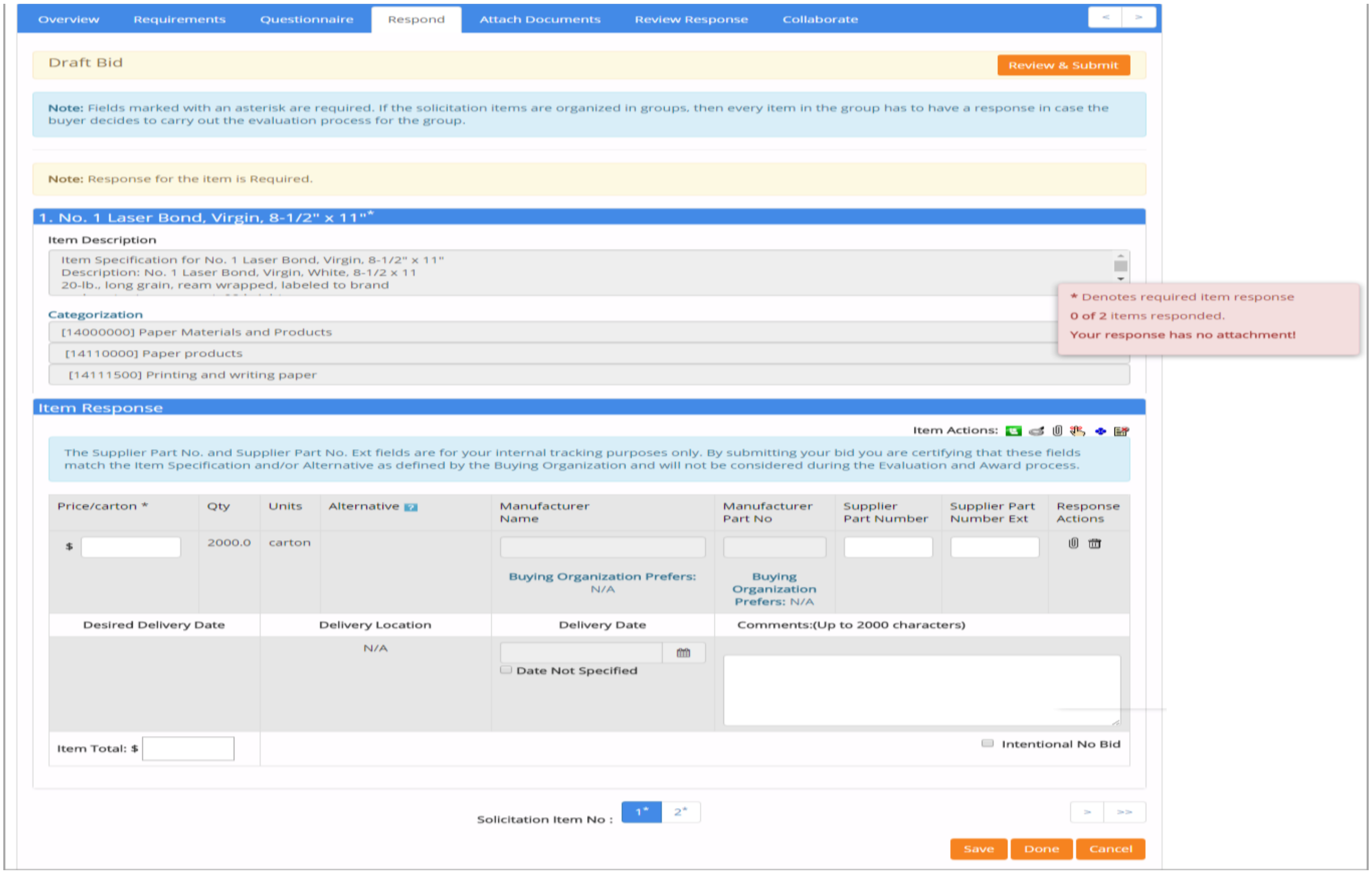
Be sure to click **Save** after entering your response on each item. After you have entered a response on each item, review your response by clicking **Done**.

The system 'sticky note' will update accordingly to reflect the count of items that have been responded to versus the number of items on the solicitation.

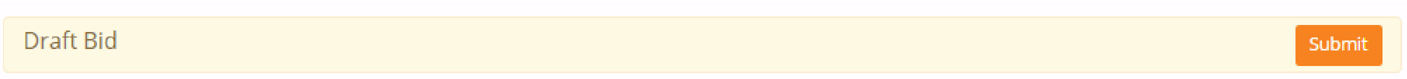
If one or more items on the solicitation are marked as **Required** by the buying organization, the 'sticky note' will display in red, as shown in the sample image below:

If none of the items on solicitation are marked as **Required** by the buying organization, the 'sticky note' will display in yellow, as shown in the sample image below.

When your response is ready to be submitted, click the **Review & Submit** button from any page in the solicitation except **Review Response**.



Selecting **Review & Submit** opens the **Review Response** page.



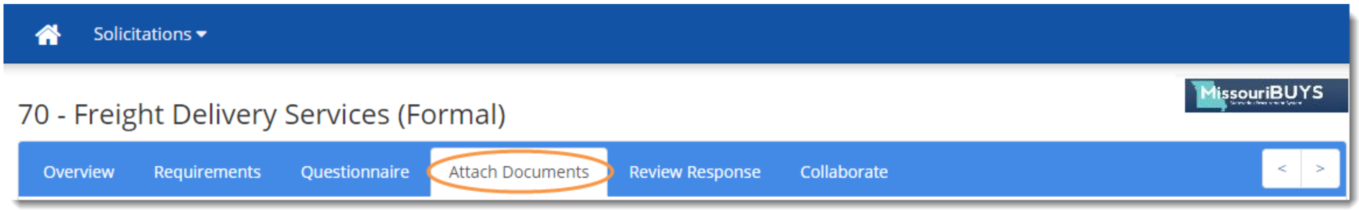
The **Submit** button is located <u>only</u> on the **Review Response** page.

Click [here]() to jump to the **Review and Submit** topic.

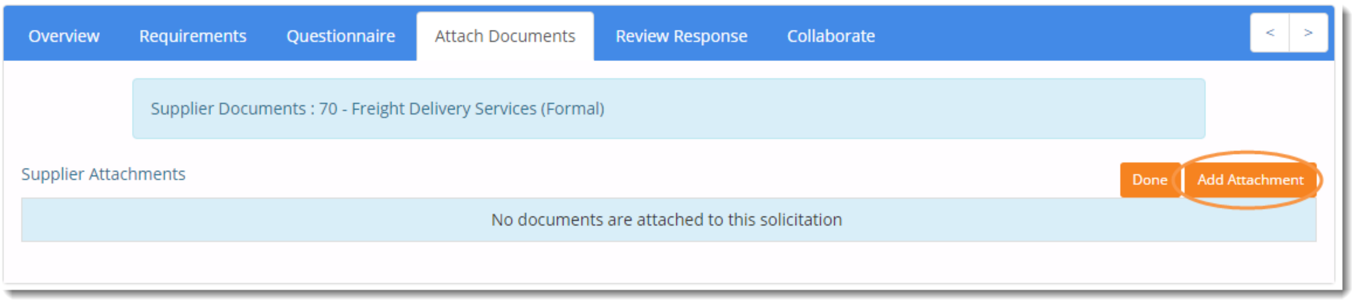
Solicitations without Items

For those solicitations which **<u>do not include items</u>**, which is fairly rare for RFQ's and Always for IFBs and RFPs, the **Respond** tab will **<u>not</u>** be visible even after mandatory documents are accepted on the **Overview** page or after mandatory **Requirements**, if any, are handled. Therefore, you must respond to the solicitation by downloading and completing the appropriate solicitation document(s) and then attaching the completed documents via the **Attach Documents** tab.

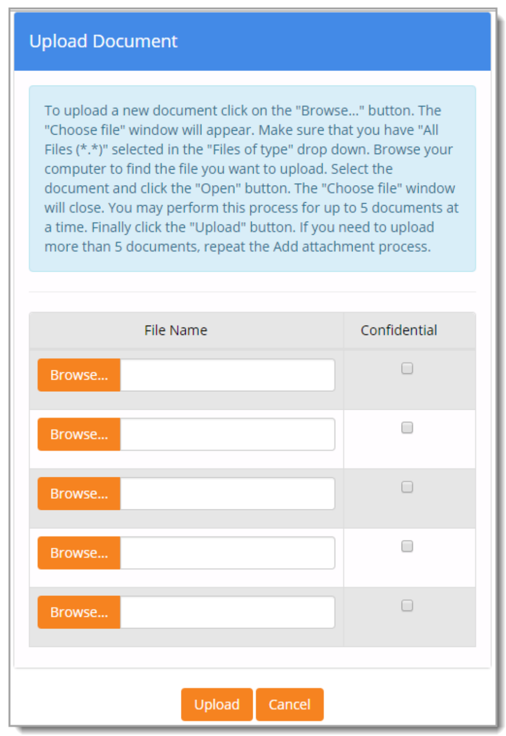
Attach Documents to a Solicitation with or without Items



Click **Add Attachment** to open the **Upload Document.**



The **Upload Document** window opens:



Click **Browse** or **Choose File,** depending on your web browser, to navigate to the local or network location of the file to be attached.

NOTE: When uploading an attachment as part of your solicitation response, please know that the maximum individual file size is 80MB. File size may impact the uploading and downloading speed and may lead to browser time-outs resulting in failed upload/download attempts. Please consider this dependency when attaching very large documents.

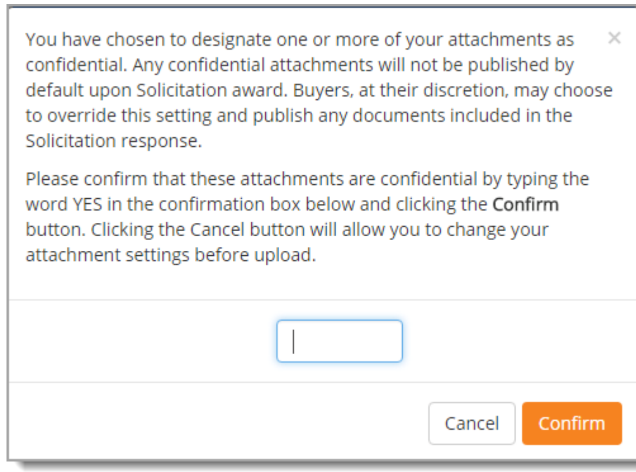
From the **Choose File to Upload** window, select the document and click **Open**. Repeat these steps for each document that needs to be attached. While there is no limit placed on the number of documents that may be attached, only five documents may be uploaded at a time. Vendors are reminded to complete and attach the County of Missouri's solicitation documents if they were included as part of the **Original Solicitation Documents** section and the **Addendum Documents** section if an addendum(s) has been issued, as indicated on the **Overview** tab of the navigation bar.

Check the **Confidential** box next to each document that you wish to identify as a document that will not be published by default upon solicitation award. Be aware, that the County of Missouri may choose to override this setting and publish any and all documents included in the solicitation response.

Click the **Upload** button to complete the document attachment to the solicitation response.

If none of the uploaded documents were designated as **Confidential**, the application will return directly to the **Attach Documents** page.

If one or more documents was designated as **Confidential**, the following advisory message will display:



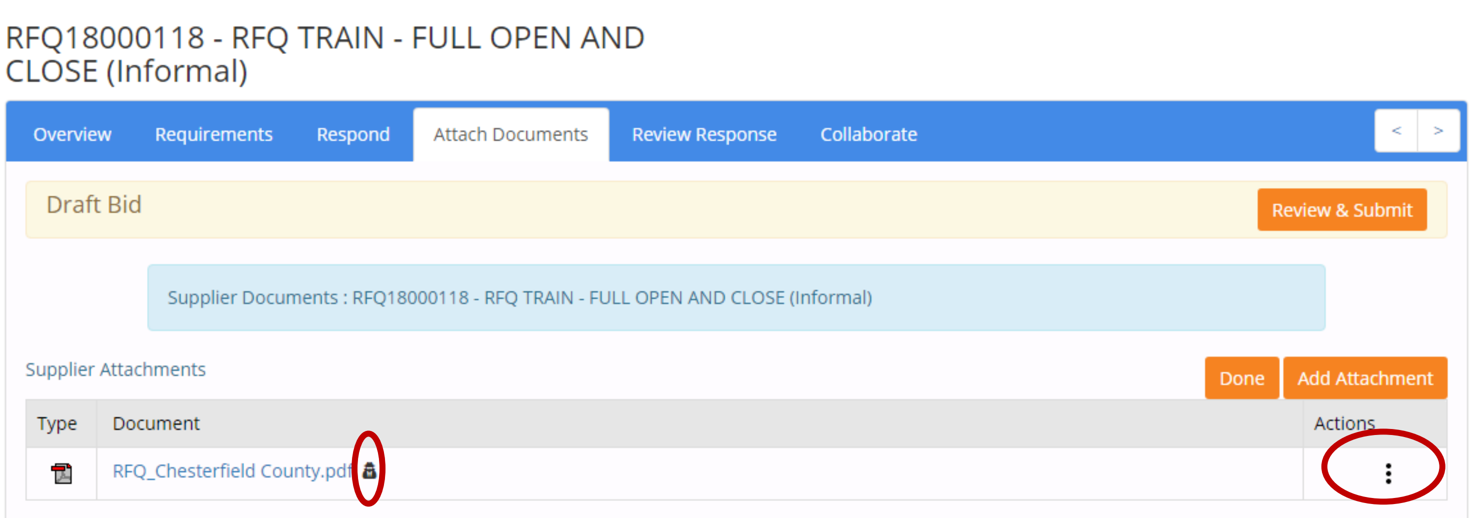
Acknowledge the advisory message by entering the word ***YES*** in the text box.

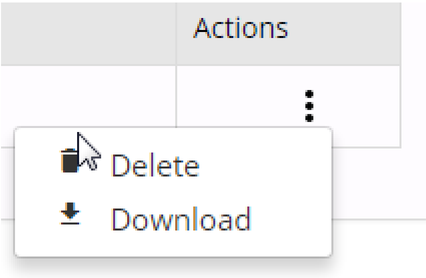
Click **Confirm**.

The application will return to the **Attach Documents** page.

The **Attach Documents** page displays the added documents. For those documents that were identified as **Confidential**, there will be a small icon located to the right of the hyper-linked document name.

In the sample image below, only one of the two attachments were marked as **Confidential** as indicated by the icon.





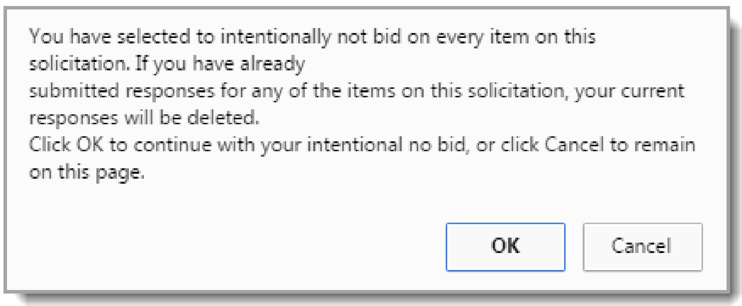
If necessary, an attachment may be removed by clicking the **Delete** icon or reviewed by selecting the **Download** icon.

No Bid Entire Solicitation

If your organization wishes to acknowledge that you reviewed a solicitation and knowingly do not wish to submit any response or bids, the **Intentional No Bid**, process may be used. To intentionally not provide a bid or response for an entire solicitation, simply select the **No Bid** button No Bid located at the bottom of the **Overview** page.

Solicitation with Items

A confirmation message displays stating that you have selected to intentionally not bid on every item on the solicitation and that if you have already submitted responses for any of the items, those responses will be deleted.



Click **OK** to proceed with your intentional no bid or **Cancel** to remain on the **Overview** page and proceed with reviewing and responding to the solicitation.

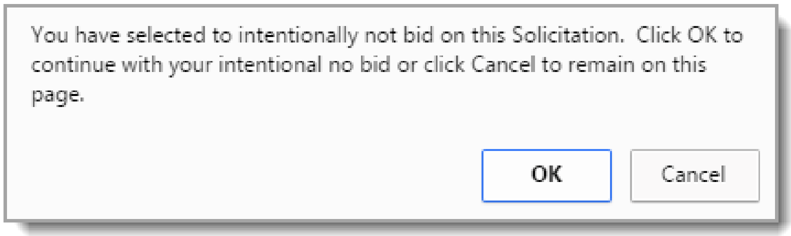
Items on the **Review Response** page will display with the **Intentional No Bid** icon shown to the right of the hyper-linked item description as well as in the **Unit Price** field.

No.	Item	Alternative	Supplier Prt. No	Mnftr. Name	Mnftr. Prt. No	Dlvry. Date	Units	Unit Price	Qty	Total
1	[46181503] Disposable Coveralls w/Attached Hood/Boots Lrg 25/Case						case		5.0	N/A
2*	[IK-943999] TacLite Pro Vest						each		10.0	N/A

Should you wish to change your **Intentional No Bid** response on one or more items, simply click the **Bid on Item** button located at the bottom of the **Review Response** page or click on the **Bid on Items** located at the bottom of the **Overview** page and clear the **Intentional No Bid** check box Intentional No Bid to re-activate the **Item Response** fields.

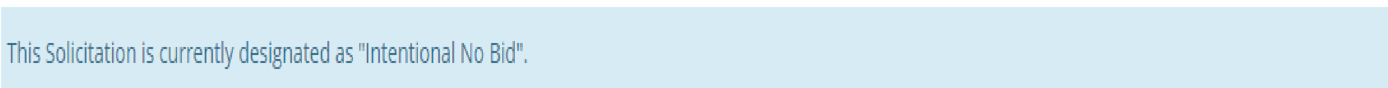
Solicitation without Items

If the **No Bid** button was selected on the **Overview** page of a solicitation that does not contain items, the following confirmation message displays:



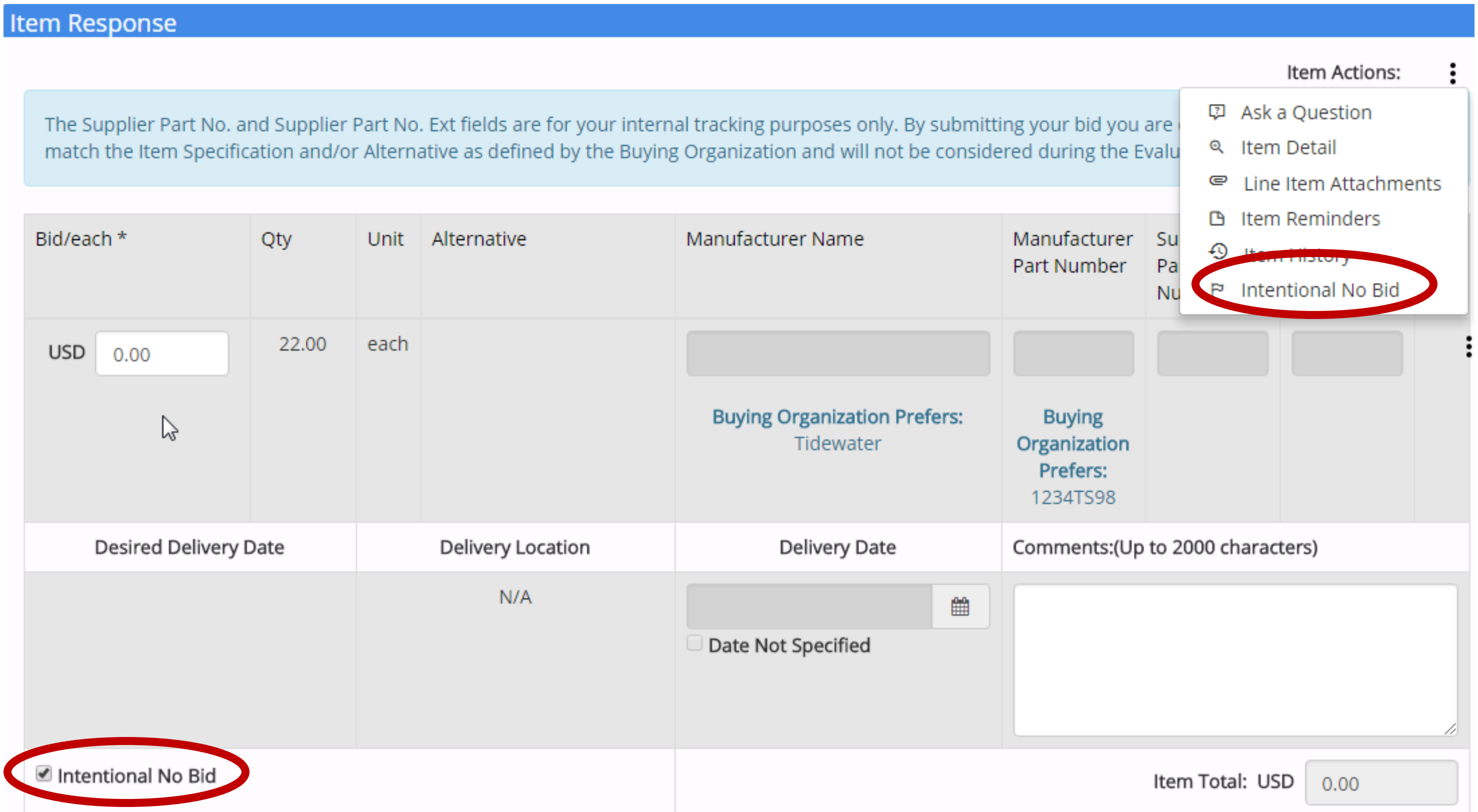
Click **OK** to proceed with your intentional no bid or **Cancel** to proceed with reviewing and responding to the solicitation.

The **Review Response** page displays a system advisory message stating that the solicitation is currently designated as **Intentional No Bid**.



No Bid on Item

If your organization wishes to acknowledge that you reviewed a solicitation item and knowingly do not wish to submit a bid on one or more items, the **Intentional No Bid**, process may be used. To intentionally not provide a response for a particular item, select the **Intentional No Bid** icon located in the **Item Response** section. Or, simply check the **Intentional No Bid** Intentional No Bid check box.



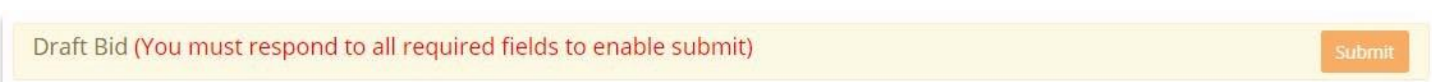
All of the **Item Response** fields will be greyed out and inactive. Should you wish to change your **Intentional No Bid** response on one or more items, simply click the **Bid on Item** button located at the bottom of the **Review Response** page or click the **Bid on Items** button located at the bottom of the **Overview** page and clear the **Intentional No Bid** check box 

to re-activate the **Item Response** fields.

Proceed with entering your bid amounts as discussed in the Solicitation with Items topic.

Review Response

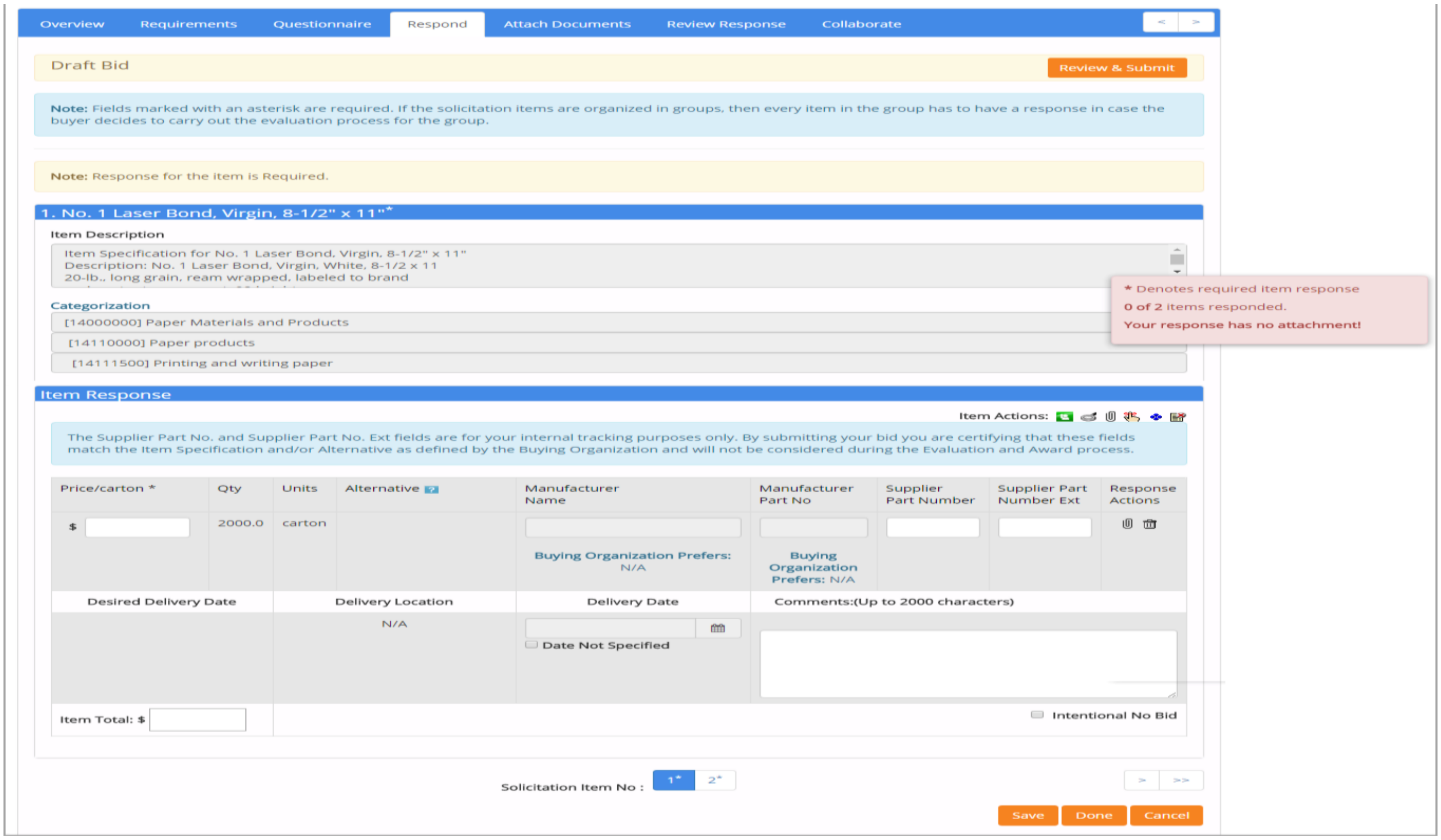
If you have not responded to all required fields on the solicitation, a warning message will display at the top of the **Review Response** page. This message reminds you that you must respond to all required fields to enable the **Submit** button.



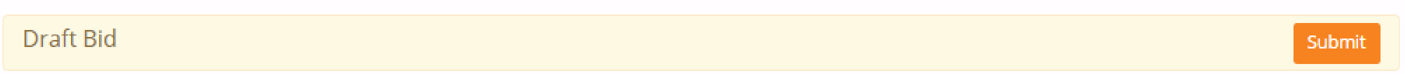
Please follow the guidance of the 'sticky notes' and system advisory messages regarding the steps that need to be followed in order to complete the response.

Review and Submit

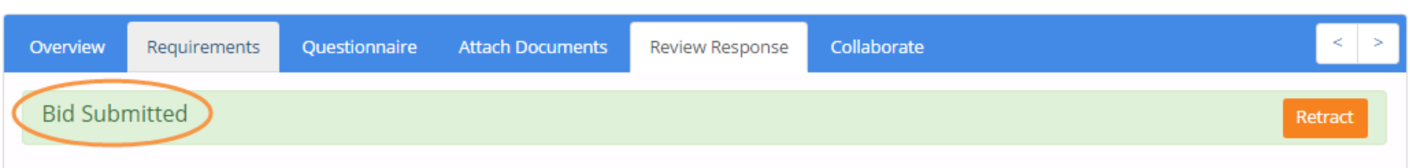
When your response is ready to be submitted, click the **Review & Submit** button from any page in the solicitation except **Review Response.**



Selecting **Review & Submit** opens the **Review Response** page. The **Submit** button is located <u>only</u> on the **Review Response** page.



Click **Submit**. Once you **Submit**, the top of the **Review Response** page will refresh to display **Bid Submitted.**



This means that your response has been successfully submitted into the Web**Procure**™ system and you may modify your response up until the solicitation end date and time.

<u>**Submitted Bids** will be visible to the buying organization at the end date and time of the solicitation.</u>

- Be aware that buying organizations may award **Informal** solicitations prior to their end date and time and prior to your submitting your planned response.

- **Formal** solicitations may **not** be awarded prior to the solicitation end date and time.
- A **submitted bid response** is considered **electronically signed.**

Once you have submitted your bid response, your response will be assigned a **Status** of **Responded** on your opportunity listing pages.

RFQ18000117	Chesterfield County	Informal RFQ For Clas Documentation	Responded	September 18, 2017 at 7:00:00 PM CDT	September 18, 2017 at 7:30:00 PM CDT	-	*Ended*	⋮
RFQ18000118	Chesterfield County	RFQ TRAIN - FULL OPEN AND CLOSE	Responded	September 18, 2017 at 7:15:00 PM CDT	September 26, 2017 at 12:00:00 PM CDT	5d:1h:32m	Active	⋮

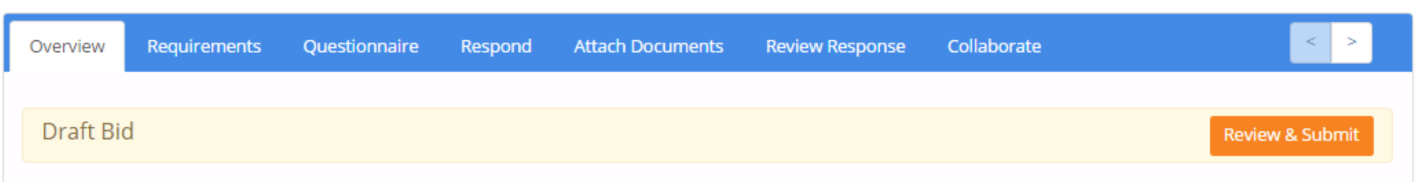
IMPORTANT: Remember the bid remains in **Draft** mode until you click **Submit**. It will not be visible to the buying organization at the end date and time unless you click **Submit** prior to the solicitation end date and time.

Edit Solicitation Response

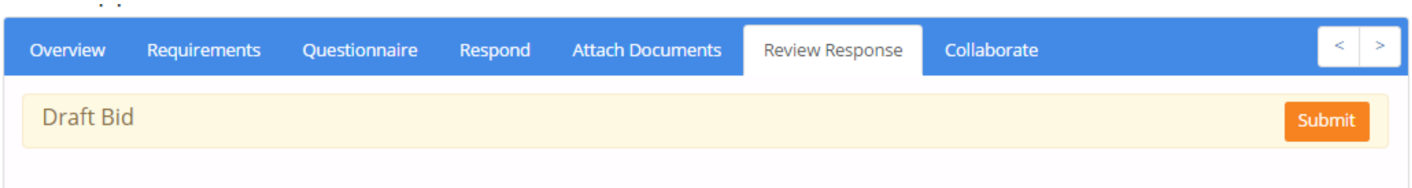
Solicitation responses may be modified up until the solicitation's end date and time. To perform an edit, locate the solicitation from the **Current Solicitations – My List** page. Select the hyper linked **Opp. No.** or select the **Submit / Edit Your Response** icon from the **Actions** column. The solicitation opens to the **Overview** page.

Edit Draft Bid

If your response is currently in **Draft** mode, make any and all edits as needed and when you are ready to submit your response, click **Review & Submit.**

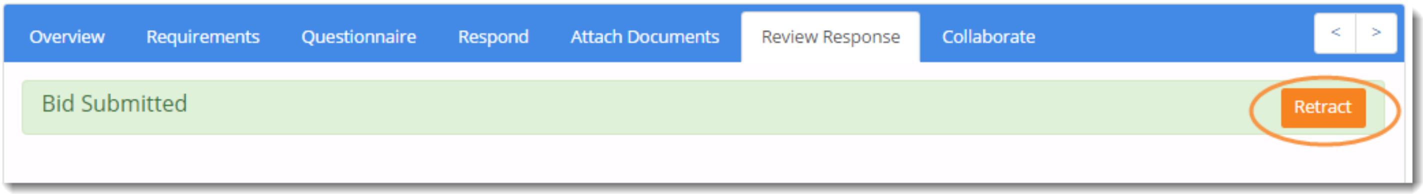


Once you confirm the edits are complete and accurate, click **Submit** from the **Review Response** page.



Edit Submitted Bid

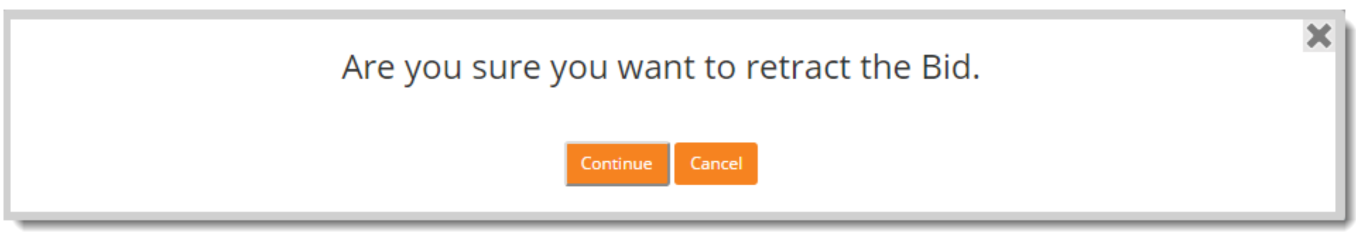
If your response is currently in **Responded** mode, then your response will need to be retracted.



Retract

Once a bid has been submitted, a **Retract** button will be visible at the top of the **Review Response** page. If you have previously submitted a response and need to make edits to data on the **Requirements**, **Respond** or **Attach Documents** pages, click **Retract**. **Retract** may also be used to completely withdraw a submitted response.

A confirmation message will display:



Click **Continue** to proceed with bid retraction.

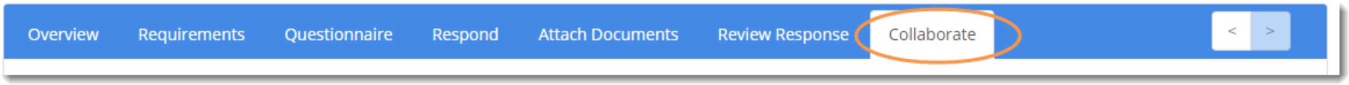
Cancel ends the retraction process; previous response remains intact.

If you proceed with the retraction, the **Status** will revert to **Draft**. Make the necessary edits. Click **Review & Submit** to review your response. From the **Review Response** page click **Submit** to send your modified response.

Collaboration Center (if applicable to the solicitation)

Buying organizations may choose to enable **Collaboration Center** during the solicitation creation process. This is a specified time period in which vendors and buyers can communicate. If the buyer has not enabled, this functionality or if the time period for collaboration has not yet arrived or expired, the following message displays:

Your vendor organization will be notified via an automated e-mail notification once the collaboration period is active. Once active, select the **Collaborate** tab.



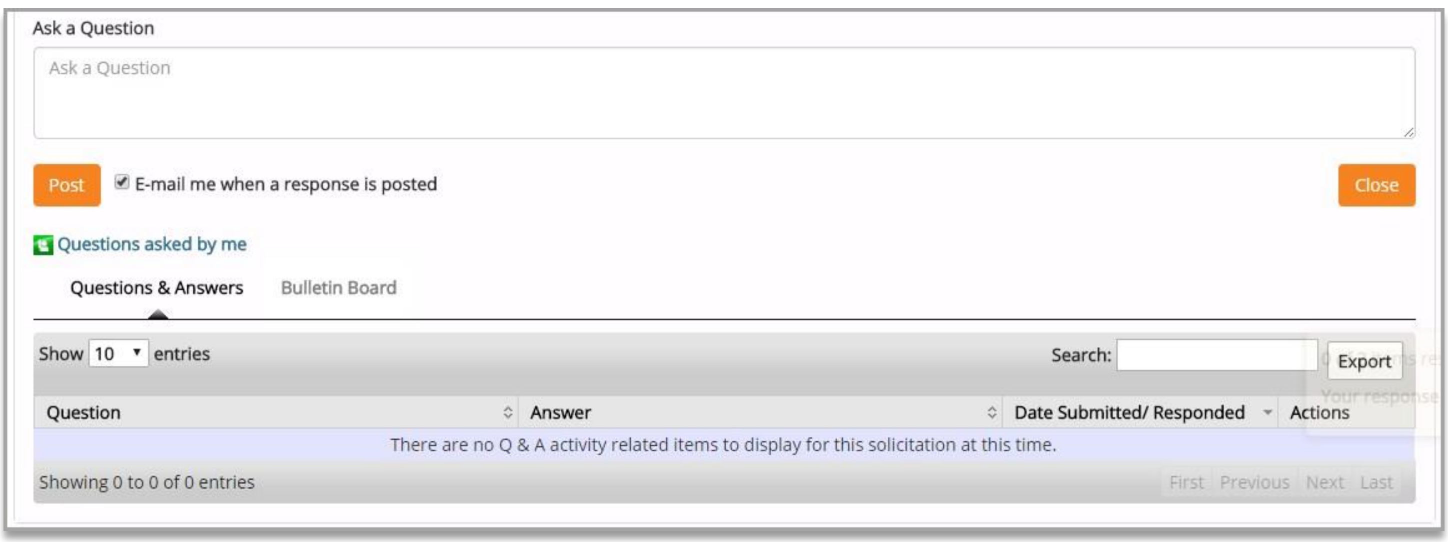
icon on the **Current**

The **Collaborate** page is also available by selecting the **Collaboration Center**

Solicitations page. By default, the system opens to the **Questions & Answers** tab.

Questions & Answers

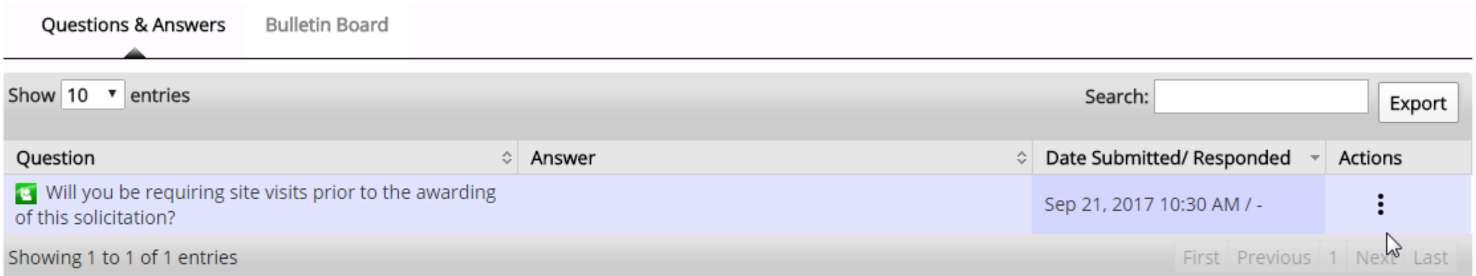
To submit a question to the buying organization, enter it in the **Ask a Question** text box.



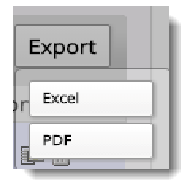
To receive an automated e-mail notifying that a response has been posted, be sure to check the **E-mail me when a response is posted** box.

Click **Post**.

Questions posted by you will appear within the **Question and Answer** list view. All questions posted by a member of your organization will be identified by the **Questions asked by me** icon. The presence of this icon allows you to quickly distinguish between your questions and questions asked by other vendor organizations.



To refine the listing of questions and answers, enter text into the **Search** field.



To view a **PDF** or **Excel** version of the displayed questions and answers, click **Export**.

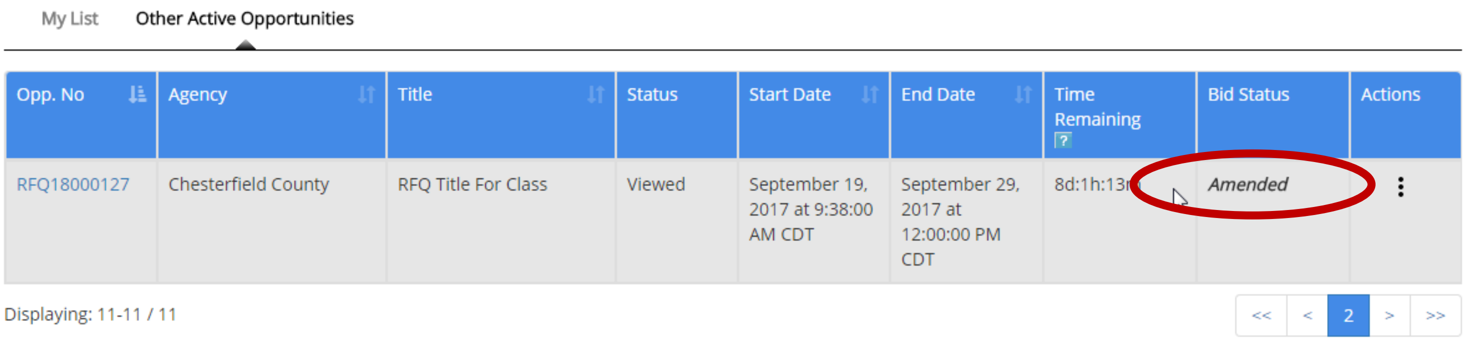
Click the desired format and save the file to a local or network location.

Several **Action** icons are available; the icons will vary depending on whether or not the question was asked by your vendor organization, whether or not the question has yet been answered by the buying organization and parameters set by the buying organization.

	Edit Question	If the question was submitted by your vendor organization and has not yet been answered by the buying organization, it may be edited. Click the icon to open the question for edits.
	Attachments	This icon is multi-purpose. Select this icon to: Include attachments with your question; View attachments that the buyer included with their answer; It may also be selected to view the attachments included on a question that was asked by another vendor.
	Delete Question	If the question was submitted by your vendor organization and has not yet been answered by the buying organization, it may be deleted. Click the icon to remove the question. A confirmation message will display. Click **OK** to proceed with the deletion of the question. Click **Cancel** to keep question.
	Send Email to Buyer	If the buying organization has enabled the ability to email them directly, then this icon will display. Select this icon to compose and send email regarding this solicitation.

Solicitation Addendum

Active solicitations may be modified by buying organizations via the addendum process. If this occurs, the status of the solicitation will display as **Amended**.



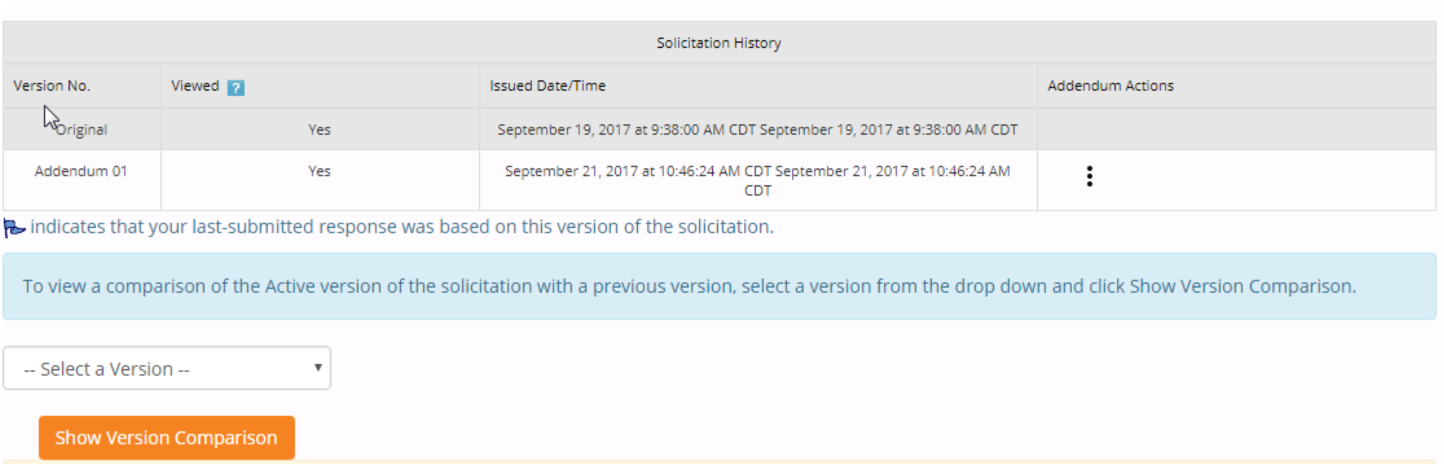
My List | Other Active Opportunities

Opp. No	Agency	Title	Status	Start Date	End Date	Time Remaining	Bid Status	Actions
RFQ18000127	Chesterfield County	RFQ Title For Class	Viewed	September 19, 2017 at 9:38:00 AM CDT	September 29, 2017 at 12:00:00 PM CDT	8d:1h:13m	*Amended*	⋮

Displaying: 11-11 / 11

<< < 2 > >>

Each version of the solicitation will be accessible and versions compared. Select the **Submit / Edit Your Response** icon from the **Actions** column to open the solicitation.



Solicitation History			
Version No.	Viewed	Issued Date/Time	Addendum Actions
Original	Yes	September 19, 2017 at 9:38:00 AM CDT September 19, 2017 at 9:38:00 AM CDT	
Addendum 01	Yes	September 21, 2017 at 10:46:24 AM CDT September 21, 2017 at 10:46:24 AM CDT	⋮

indicates that your last-submitted response was based on this version of the solicitation.

To view a comparison of the Active version of the solicitation with a previous version, select a version from the drop down and click Show Version Comparison.

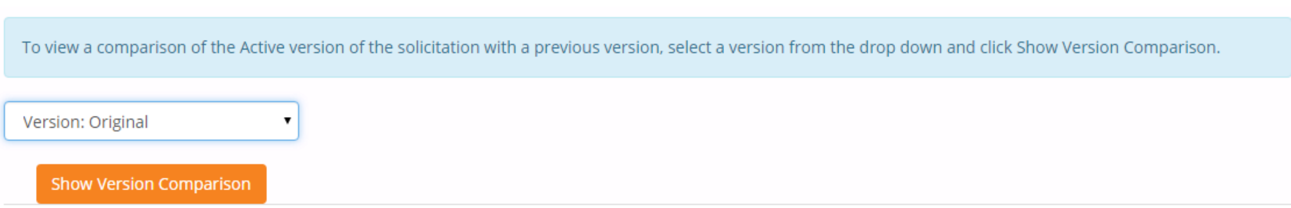
-- Select a Version --

Show Version Comparison

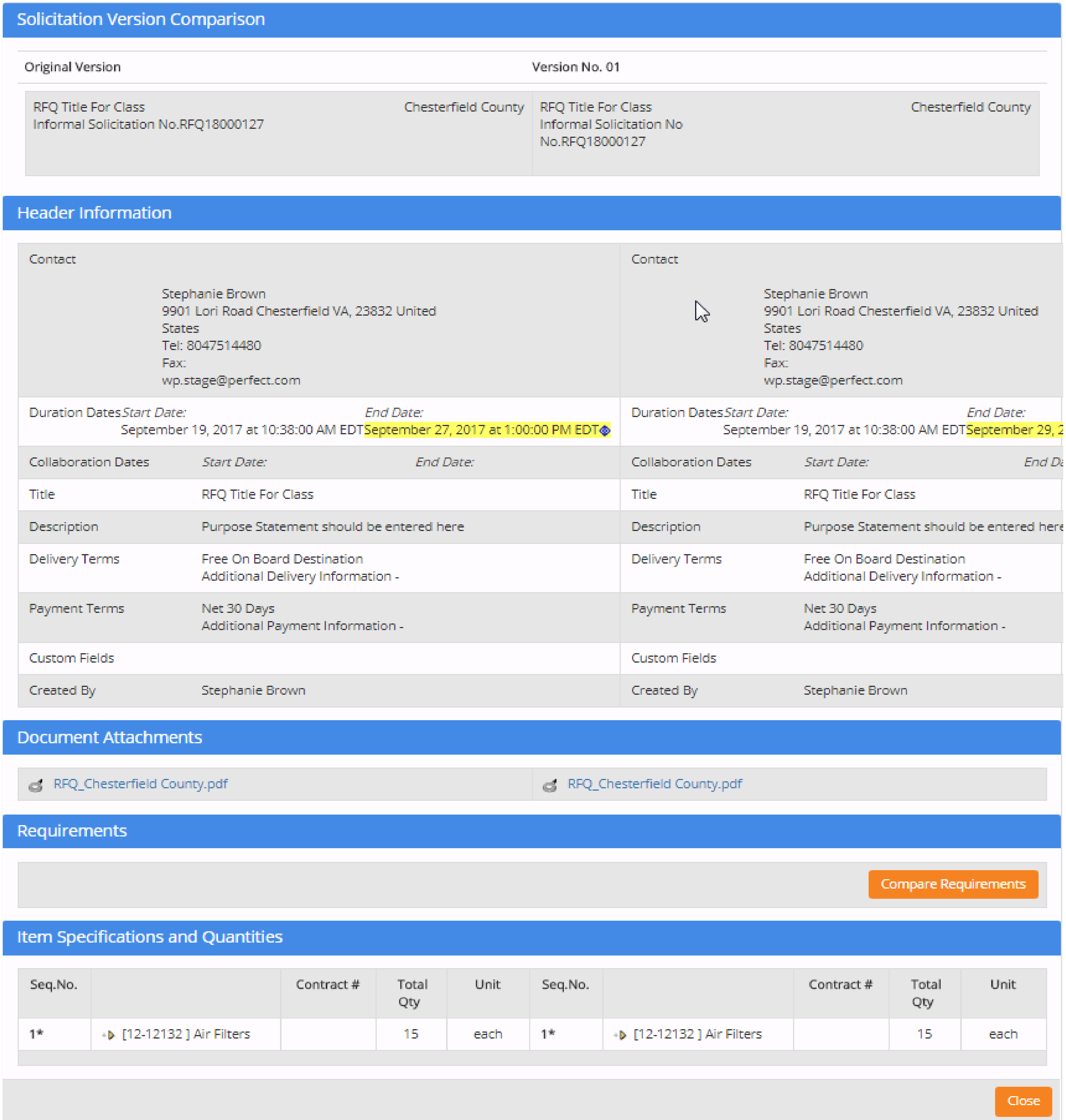
In the center of the **Overview** page will be the **Solicitation History** section. It identifies the solicitation versions, each with a date and time stamp and whether or not your vendor organization viewed that particular version. If a blue flag icon is displayed next to a version number, then this is an indicator that your vendor organization submitted a response based on that particular version. If necessary, you may need to compare the versions of the solicitation to ensure accuracy in your submitted responses.

Compare Versions

To view a comparison of the active version of the solicitation with a previous version, select a version from the drop down and click the **Show Version Comparison** button.



The **Solicitation Version Comparison** page opens.



Solicitation Version Comparison

Original Version		Version No. 01	
RFQ Title For Class Informal Solicitation No.RFQ18000127	Chesterfield County	RFQ Title For Class Informal Solicitation No No.RFQ18000127	Chesterfield County

Header Information

Contact	Stephanie Brown 9901 Lori Road Chesterfield VA, 23832 United States Tel: 8047514480 Fax: wp.stage@perfect.com	Contact	Stephanie Brown 9901 Lori Road Chesterfield VA, 23832 United States Tel: 8047514480 Fax: wp.stage@perfect.com
Duration Dates	*Start Date:* September 19, 2017 at 10:38:00 AM EDT *End Date:* September 27, 2017 at 1:00:00 PM EDT	Duration Dates	*Start Date:* September 19, 2017 at 10:38:00 AM EDT *End Date:* September 29, 2
Collaboration Dates	*Start Date:* *End Date:*	Collaboration Dates	*Start Date:* *End D*
Title	RFQ Title For Class	Title	RFQ Title For Class
Description	Purpose Statement should be entered here	Description	Purpose Statement should be entered here
Delivery Terms	Free On Board Destination Additional Delivery Information -	Delivery Terms	Free On Board Destination Additional Delivery Information -
Payment Terms	Net 30 Days Additional Payment Information -	Payment Terms	Net 30 Days Additional Payment Information -
Custom Fields		Custom Fields	
Created By	Stephanie Brown	Created By	Stephanie Brown

Document Attachments

RFQ_Chesterfield County.pdf	RFQ_Chesterfield County.pdf

Requirements

Compare Requirements

Item Specifications and Quantities

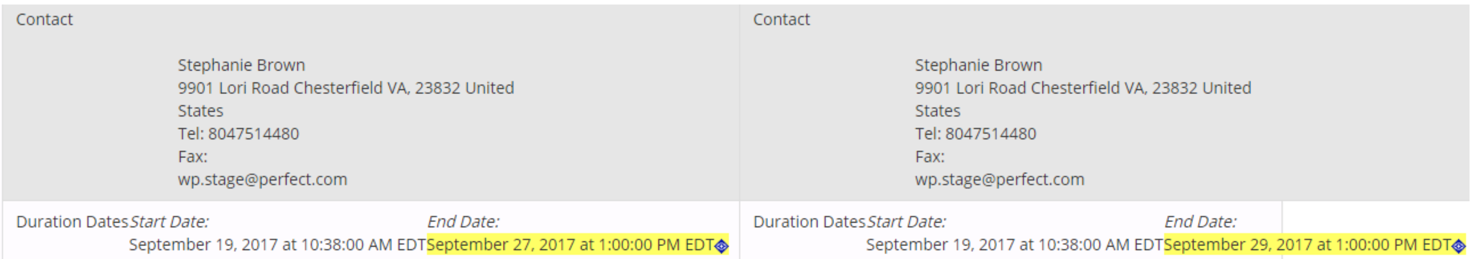
Seq.No.		Contract #	Total Qty	Unit	Seq.No.		Contract #	Total Qty	Unit
1*	[12-12132] Air Filters		15	each	1*	[12-12132] Air Filters		15	each

Close

Differences

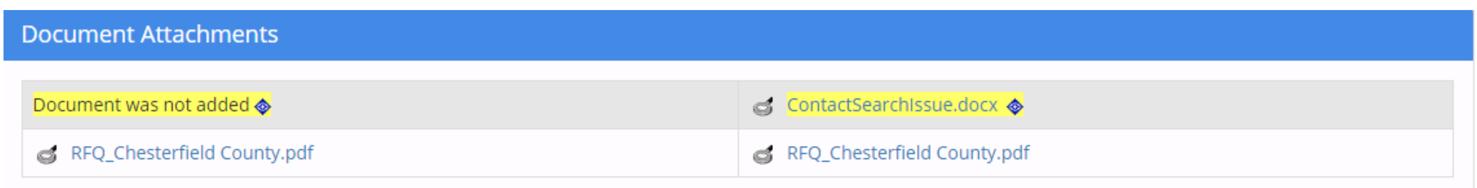
The information from each version is shown side-by-side. The differences are highlighted in yellow, with the exception of added documents.

In the following sample image, a collaboration period was enabled for the solicitation as indicated by the highlighted **Collaboration Dates.** In the ***Original*** version, the end date was September 27, 2017 at 1:00 pm and the amended ***Version No. 01***, a date of September 29, 2017 at 1:00pm was entered.



If documents were added as part of the solicitation amendment, they will not be highlighted in yellow, however, the added documents will be shown in the **Document Attachments** section when versions are compared.

In the sample image below, the document named ***ContactSearchIssue.docx*** was not included in the ***Original*** version but was added in the amended ***Version No. 01.***



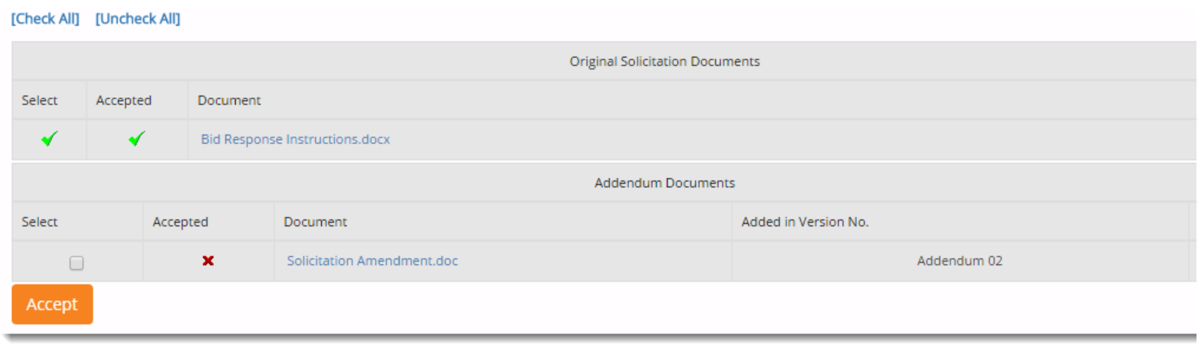
Click **Close** to exit the **Solicitation Version Comparison** page. Added documents will be displayed in the **Addendum Documents** section of the **Overview** page. This topic is discussed next.

Addendum Documents

Buying organizations may add additional documents to the solicitation at any time between the start and end dates, as part of a solicitation addendum. Any documents added within solicitation addendum are displayed on the **Overview** page in the **Addendum Documents** section, which appears beneath the **Original Solicitation Documents.** These addendum documents have the same information fields and actions as documents in the **Original Solicitation Documents** section, with the following addition:

- **Added in Version No.** - Indicates the version of the solicitation in which the document was

added.



To accept, review, and/or download these **Addendum Documents** follow the same steps as those described in the [Document Acceptance] topic discussed earlier.